

# O\*NET® OnLine Desk Aid

O\*NET OnLine is the Occupational Information Network's free Web site for easy access to information on over 900 occupations. View data on tasks, skills, knowledge, abilities, job zones, tools and technology, interests, work styles, work values, and work context. ([onetonline.org](http://onetonline.org))

**OnLine Help** provides answers to questions about the content and use of O\*NET OnLine. Each page links to Help topics specific to that page.

Use "drop-down" menus in the headers of every page to easily navigate to any of the OnLine searches (Find Occupations, Advanced Search, or Crosswalks).

**Find Occupations** related by Industry (e.g., Health Care, Energy), training time (choose from 5 Job Zones), or other occupational groups (e.g., Green Economy, Bright Outlook).

Use **Advanced Search** to explore occupations that relate to your interests, use your skills, or require certain abilities. Search for occupations that use a specific tool or software.

Use **Crosswalks** to identify O\*NET occupations matched to other classifications (e.g., MOC, CIP, SOC).

Search **Hot Technologies** to find occupations where that requirement is frequently in demand.

Use **Quick Search** (located at the top of each page) to find occupations fast using key words, titles, or codes.

Learn more about the latest O\*NET products by following 'What's New?'

Go to **My Next Move** for a quick, easy to use Web site to explore careers through a keyword search, by browsing industries, or through the shortened 60 item version of the O\*NET Interest Profiler.

**My Next Move for Veterans** provides the added benefit of helping veterans learn about civilian careers that are similar to their job in the military.



## Steps for exploring occupations:



1. Use one of the search functions (Quick Search, Find Occupations, Advanced Search, Crosswalks, Hot Technologies) to find your occupation of interest.
2. Select an occupation from the list presented.
3. View the occupation's information (e.g., Tasks, Knowledge, Skills, Abilities, Education and Training) in a Summary or Details Report or create your own Custom Report.

## O\*NET OnLine offers 3 report options:

1. **Summary Reports** provide an overview of the selected occupation, focusing on the most important descriptors.
2. **Details Reports** display all descriptors for the selected occupations, and where available, a rating of how important each descriptor is.
3. **Customer Reports** allow you to select 14 different content areas to generate tailored reports about occupations. You can select the type of information (level, importance, frequency) you want displayed.

## O\*NET Descriptors Listed in Summary, Details, and Custom Reports

**Tasks:** Work activities that are specific to each occupation, such as “analyzing and testing computer programs or systems to identify errors.”

**Tools & Technology:** Machines, equipment, tools, and software that workers may use for successful performance on the job, such as “laser measuring systems” or “computer-aided design CAD software.”

**Knowledge:** Organized sets of principles and facts that apply to a wide range of situations, such as knowledge of “mathematics,” “chemistry,” or “fine arts.”

**Skills:** Capacities developed through education or experience that help you perform your job, such as “reading comprehension.”

**Abilities:** Enduring attributes of an individual that influence performance, such as “deductive reasoning.”

**Work Activities:** Tasks that may be performed across multiple occupations, like “thinking creatively.”

**Work Context:** Physical and social factors that influence the nature of work, such as “the amount of time spent sitting.”

**Interests:** Preferences for work environments and outcomes. For example, an interest in “investigative occupations” signals an interest in working with ideas and thinking.

**Work Values:** Global aspects of work that are important to a person’s satisfaction, like “independence.”

**Work Styles:** Work characteristics that can connect what is important to a worker with occupations that reflect or develop those values, such as “Initiative,” “Persistence,” or “Cooperation.”

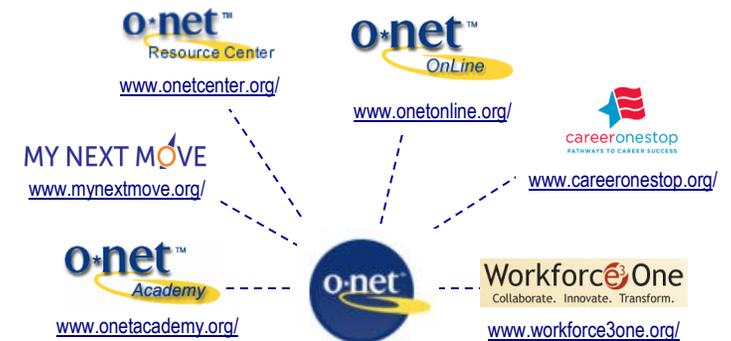
**Job Zones:** Job Zones group occupations into one of five categories based on levels of education, experience, and training necessary to perform the occupation.

**Related Occupations:** Occupations similar to the selected occupation in required knowledge areas, skills, abilities, work environment, and work activities.

## O\*NET Job Zones

Each occupation is assigned a Job Zone that distinguishes the overall experience, education, and on-the-job training required. The table below outlines the 5 zones.

JOB ZONE	EDUCATION
1	May require high school diploma or GED
2	High school diploma and may require some vocational training or job-related course work
3	Training in vocational schools, related on-the-job experience, or an associate’s degree
4	Four-year bachelor’s degree and/or 2-4 years of work experience
5	Bachelor’s degree and/or graduate school plus experience



Visit the **O\*NET Resource Center** at [www.onetcenter.org/](http://www.onetcenter.org/) for O\*NET products, including O\*NET data, career exploration tools, and technical reports.

Downloads include:

- O\*NET Computerized Interest Profiler and O\*NET Work Importance Profiler
- Testing and Assessment Guides
- O\*NET database and supplemental files such as Lay Titles, Detailed Work Activities, and Tools & Technology.
- O\*NET Toolkit for Business
- Research and Technical Reports

The **O\*NET Academy** provides training and information on the use of O\*NET through courses, webinars, podcasts, and links to other resources. ([www.onetacademy.org/](http://www.onetacademy.org/))

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